

**First 5 California  
Statewide Evaluation Frequently Asked Questions  
April 20, 2007**

These Frequently Asked Questions (FAQs) regarding the Statewide Evaluation have been compiled from the questions submitted to [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov). Please send any further questions or requests for clarification to this e-mail address. The FAQs will be compiled and answered on an as-needed basis. If we receive a large number of questions, or many dealing with the same issues or time-sensitive information, they will be answered and published as soon as possible.

**Information that has been added or amended since the last version of the FAQs is highlighted for ease of reference.**

**UPDATE: The next Evaluation Technical Assistance conference call is scheduled for:**

**Wednesday, April 25, 10:00-11:30 am**

**Call in number: 888-709-9420**

**Passcode: 20383**

**The call will be recorded. INSTANT REPLY information: call 888-562-2794 until May 9, 2007.**

**1. Will I have to re-enter data on every child and guardian in the PEDS database?**

Individually identifiable information was not included in the data transferred to First 5 California from SRI. If you do not wish to view or access individually identifiable information, you will not need to re-enter any data. If you do wish to view or access individually identifiable information, you will need to re-consent each participant using the new State consent form and re-enter the individually identifiable information.

We are continuing to work with SRI on this issue. At present, individually identifiable data will only be available if the participant is re-consented and re-entered into the system.

**2. Even with the place of birth not being generated in any of the recommended export reports, it is my understanding that the user in PEDS would not get a match on a client. If you ask PEDS to search for matching participants in the system, it will not find a match because the AB 99 record in the system has scrambled information. So matching is not the issue. The issue is figuring out how to find the previous record and add in the new consent and the AB 99 information to avoid duplication within the system.**

The AB 99 fields are scrambled in the PEDS database – the individually identifiable information (name, address, date of birth, phone number) was not included in the data

transferred to First 5 California from SRI, so those data will not be useable from the PEDS database (see Answer #1). It is correct that “matching is not the issue.”

If you were able to run the Participant Address Data Export report, the individually identifiable AB 99 fields will be attached to the Participant ID. This is the process to find a pre-February 23 client in the PEDS database, once the new consent form has been signed:

- Manually search through the Participant Address Data Export report.
- Match the Participant ID number to the client’s name and search PEDS via the participant browser for a funded program. Click ‘all’ at the top of the browser and you should see all active participant IDs for that funded program. Sort the data by Participant ID.
- Click on the participant ID you want, and click on AB 99, add in the AB 99 information. Then click on address and enter in the information. If you know the demographics, you can enter that as well by clicking demographics.
- If the client is not listed in the Export report, then this is a new client and is added to PEDS in the regular manner if they have signed the new consent form.

If you were unable to run the Participant Address Data Export report, then you may be able to consult hard copies of AB99 or other intake forms you have maintained.

**3. To what extent is the state committed to supporting PEDS, in particular what level of technical support can the counties expect to receive?**

First 5 California is committed to maintaining PEDS for those who wish to use it, and to providing the following levels of technical support until a new contractor begins work, at which time additional support may be available:

- Requests for technical support should be e-mailed to [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov).
- Requests for adding new users and resetting passwords should be sent to the e-mail address above and will be addressed within two working days of the request.
- Requests for adding new funded programs or organizations or making minor changes to funded programs or organizations (such as adding a new location) should be sent to the e-mail address above and will be addressed within 5 working days.
- Other, non-emergency, requests for technical support will be addressed in these Statewide Evaluation FAQs.

**4. We did not use SRI coaches for data input, however, we have relied on CS&O for PEDS training (new staff and/or new grantee), troubleshooting, and quality assurance via the CQI reports. Will State Commission staff be able to provide that type of regular support for counties? Kris also made reference to: once a new contract for TA is secured... will that be a TA service that will be offered by the new contractor?**

#### Support for PEDS training of new staff and/or new grantee

The training materials available at [www.first5eval.com](http://www.first5eval.com) should be the starting point for training any new staff. Other resources include current county/program staff, staff from other counties and programs, sending the question to [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov), and participation in the monthly evaluation TA conference calls. The next monthly conference call is scheduled for Wednesday, April 25, from 10:00 am to 11:30 pm. The dial in number is 888-709-9420, and the participant code is 20383.

#### Troubleshooting

Send the question to the above e-mail address, and consult the FAQs posted at [www.first5eval.com](http://www.first5eval.com).

#### CQI Reports

CQI reports will not be available for the immediate future. Consequently, careful data entry and training are the first steps to insure quality data in PEDS.

#### Technical Assistance via a new contractor

Once a new contract is in place, technical assistance will be available through the new contractor.

### **5. Will there be new forms for adding users and the other PEDS functions previously performed by CS&O?**

No, we do not expect to change any PEDS forms at this time. You may request copies of the existing forms by sending an e-mail to [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov).

### **6. What is the fax number to send in the form for adding new PEDS users?**

Fax the PEDS New User Request Form to 916-263-1360, attention Susan Farrar or Millie Garcia.

### **7. I am just curious what level of technical assistance will be available to small counties for evaluation starting March 1st. We have no local evaluator.**

You are encouraged to participate in the monthly evaluation TA conference call with First 5 California staff and members of the Evaluation Workgroup. The next monthly conference call is scheduled for Wednesday, April 25, from 10:00 am to 11:30 pm. The dial in number is 888-709-9420, and the participant code is 20383. You are also encouraged to contact your regional representative of the Evaluation Workgroup directly. Questions will also be addressed in these Statewide Evaluation FAQs and should be sent to [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov).

**8. Do the consent forms apply to all First 5 served clients, or only those for whom we intend to collect core data?**

The new Statewide Research and Evaluation Framework does not include any distinction of “core” participants, although we realize that the data are still reported under the Core Participant module in PEDS. Programs will need to continue to collect individual client data for their own evaluations and in order to aggregate data to report to the State. See the response to questions 10 and 32 about the use of the consent form.

**9. If no PEDS data was exported to reports do we need to get new consents from our clients?**

Yes, obtain new consent forms for all participants to ensure that they understand how their data will be used.

**10. Why do we need to use the new State consent form? We’ve always used our own or none at all.**

If you are reporting individual data to the State or entering it into PEDS, you must use the new form (see also question 32). If you are collecting individual data for aggregated reports to the State, we recommend that you use the new consent form. Federal and State laws and ethical practices require that you obtain informed consent from all participants from whom you obtain information so that they can be assured that the confidentiality of their data will be protected. See Participant’s Bill of Rights on the CCFC website.

Our research indicates that research involving human subjects must be under the review of an Institutional Review Board (IRB). First 5 California received California Health and Human Services Agency IRB approval through the Committee for the Protection of Human Subjects (CPHS). Our new Statewide Evaluation consent form was reviewed, revised, and approved by that committee, which includes psychiatrists, psychologists, academics, administrators, and staff. We had to meet their requirements, and the form cannot be changed or modified in any way without that committee’s approval. See <http://www.oshpd.ca.gov/CPHS/index.htm> for further information about the CPHS.

If you don’t have an IRB for your and your clients’ protection, you can fall under our IRB by using our consent form. If you have always used your own forms or none at all, we suggest that you check with your County Counsel to ensure that you are operating with the appropriate safeguards in place.

**11. The new State consent form as is does not seem to allow change. What type of flexibility do we have to include language to meet our local needs?**

You may use your own form, if you wish, but it will not be covered by the IRB we have in place. The new consent form may **not** be changed in any way. If it is modified, it will not be considered a State consent form with the protections and approvals noted in Answer 10 above.

Another option is to ask participants to sign two consent forms, the State consent form and a local form that includes additional information.

**12. Who approved the new Statewide Evaluation consent form?**

The Committee for the Protection of Human Subjects (CPHS) that operates under the California Health and Human Services Agency. See Answer 10 above.

**13. The language in the consent form assumes a degree of literacy and education level that many of our target parents do not have. Also some of the language is culturally inappropriate and problematic.**

As explained in Answer 10 above, the consent form was reviewed, revised, and approved by the Committee for the Protection of Human Subjects (CPHS), the IRB of the California Health and Human Services Agency. Most of the language used in the form was required by the IRB, e.g., the term Principal Investigator and the name of that person. Members of the committee have expertise in culture, language and research methodology. The group is itself culturally and ethnically diverse and during its discussions exhibited sensitivity to the appropriateness of the language used. Bilingual staff and translators also reviewed the forms for appropriateness. Your staff that are themselves bilingual and perhaps bicultural may have a special sensitivity to the concerns of some of your families and may be good resources in the transition to this form. We believe that the way in which your staff explains the form (their matter-of-fact manner, their intonation, their willingness to answer questions, their assurance that this is not a different approach but one that actually safeguards these families) will have an impact on people's comfort and confidence in signing the new form.

**14. Is the date for transitioning to the new consent forms etched in stone, as the short turn around time for roll-out to providers may be challenging. When do the new consent forms go into effect?**

The new consent forms became effective on March 1, 2007. Any consent form that references SRI in any way may no longer be used and should be destroyed. There is no transition period.

**15. Will there be any type of training for the implementation of these new consent forms, they are scheduled to be used beginning March 1st?**

No formal training will be offered, as the use of a similar form has been standard since the inception of the Statewide Evaluation. However, you are encouraged to direct any and all questions to [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov) and look for responses in these Statewide Evaluation FAQs, or you may ask your questions during the monthly evaluation TA conference calls. The next monthly conference call is scheduled for Wednesday, April 25, from 10:00 am to 11:30 pm. The dial in number is 888-709-9420, and the participant code is 20383. We hope this will be an effective way to share information on issues among all counties.

**16. The form contains language about “a study.” We are unaware of any study being conducted by First 5 California; the form does not provide any details about a study and does not specify when “the study” begins or ends.**

The “study” is the Statewide Evaluation of First 5 California. The data are collected by counties and their grantees for inclusion in reports, such as the legislatively mandated Annual Report to the Governor and Legislature. A contractor previously conducted the Statewide Evaluation. First 5 California will be temporarily overseeing the Statewide Evaluation until a new contractor begins work. The study has no specific beginning or end, as it is an ongoing program evaluation.

**17. Under the Procedures section on the new consent form, there is a reference to questions that will be asked if consenting to participation. Is there another document with a list of questions that should be attached to the consent form?**

No. Where the consent form states, “we will ask you questions now regarding your pregnancy, the birth of your child, and his/her growth and behavior,” it is referring to general questions or topics that will be asked by the individual who is collecting data from the participant. The actual questions will depend on local needs.

**18. Who is responsible for asking these questions referenced under Procedures? First 5 staff of the program?**

The “we” referred to is the person/s that are interacting with the participant and asking questions to collect information/data. The actual questions will depend on local needs.

**19. Will I need to begin tracking each consent form and follow up conducted with these new forms?**

Yes. Please see questions 10 and 32 for use of the consent form.

**20. I am concerned that a lot of our clients will decline participation if the process is lengthy, is there another method of capturing services without the consent form?**

Please see questions 10 and 13 and the corresponding answers. It is important to note that this is not a new requirement and that the process for obtaining consent is basically unchanged except there is a different consent form.

**21. The consent form mentions that a Research Subjects' Bill of Rights is attached but it was not provided, how can I get a copy of it?**

The Bill of Rights is available on our website at <http://www.cafc.ca.gov/research.htm>.

**22. When will the Kindergarten Entry Profiles (KEP) data be available for each county?**

Counties can request a CD with their county level data from First 5 California after March 12, 2007 from First 5 California by sending a request by e-mail to [evaluation@cafc.ca.gov](mailto:evaluation@cafc.ca.gov).

**23. I was wondering if any results and/or findings etc. have been released for the KEP done at the beginning of 05-06 school year.**

See the answer to question 22.

**24. Should Filipinos be wrapped into the category of "Asian" or "Pacific Islander"? What category does the State define them as belonging to for the Annual report?**

Filipinos fall under the category of "Asian" for reporting purposes.

**25. There is a conflict between the Annual Report guidelines (both old and new) and the data collection forms developed by SRI/First 5 CA for local Commissions to use. These State forms don't permit us to fully meet the language requirements of the State Annual Report. The way in which the language question is worded on the data collection forms allows some children, parents, or providers to choose the category "Speak English and another language equally." It then asks for them to indicate what the other language is. Clients who select this would be considered bilingual, I'm assuming. But the State Annual Report forms require us to report one primary language. It seems as if the Annual Report forms should be modified to include a bilingual option.**

We will soon be reviewing all of these forms, and we appreciate your calling other inconsistencies to our attention by sending them via e-mail to [evaluation@cafc.ca.gov](mailto:evaluation@cafc.ca.gov).



**26. What was the resolution of the litigation on the Statewide Evaluation Request for Proposal (RFP)?**

The decision in the litigation regarding the Statewide Evaluation, *Westat v. Department of General Services (DGS)*, was in favor of DGS. This decision essentially determined that the RFP scoring process was not conducted appropriately, resulting in the need to release a new RFP or RFPs.

**27. What is the timeline for releasing a new Statewide Evaluation RFP?**

There is no specific date set for the release of the new Statewide Evaluation RFP(s). The release date will be announced as soon as possible.

**28. Is there an easier way to obtain consent than using this Statewide Evaluation consent form? In the past we were able to use a brochure.**

We are working on developing a procedure for obtaining consent using only a brochure. We will notify you of the availability of this procedure through these Statewide Evaluation FAQs. In the meantime, please use the new State consent form.

**29. If clients do not sign the new consent, can they receive services?**

Yes. Consent for use of data is not required in order for participants to receive services. Services cannot be denied, which has always been the case.

**30. How do consent forms apply to continuing clients?**

Clients whose individual data is being reported to the State or entered into PEDS and who received services prior to March 1, 2007 and who are continuing to receive services after March 1, 2007, must provide consent using the new forms. Clients can provide consent at the next point of service or the next point for data collection, whichever comes first.

**31. What if a client provided consent under the old form and is no longer receiving services?**

If a client has completed his or her services, further consent is no longer required. However, if the local commission plans to reexamine or utilize client information in a way that was not previously authorized, the County must obtain consent from the client using the new form.



**32. How does this new state consent apply to locally funded programs and joint funded programs?**

The new State consent form replaces the consent form that was previously developed by SRI. If you were using the SRI consent form, you should use the new First 5 California consent form.

If a County is not using PEDS and is not submitting individual data to First 5 California, there is no requirement to consent or to re-consent with the First 5 California consent form. These counties may use a locally developed consent form unless the local consent form references or lists SRI. If so, the local consent form should be revised to delete all references to SRI. Furthermore, the County should confirm with local counsel that the consent is appropriate for submitting aggregate data to First 5 California. Also, refer to the response to question 10 above regarding IRB approvals.

If a County collects and submits individual information or enters individual client data into a First 5 California accessible database, such as PEDS, the County must use the new First 5 California consent forms.

With regard to the specific programs funded by First 5 California, use of the First 5 California consent form should be as follows:

CARES – Consent form unchanged at this time, but may be considered in the future.

PoP – First 5 California consent form not currently required, unless individual client data is entered into PEDS or sent to First 5 California.

First 5 California Special Needs Demonstration Project – Must use new First 5 California consent form with a locally developed authorization for services.

School Readiness – The new consent form is required if individual data is being collected and submitted to First 5 California. It is not required for use when data is submitted in the aggregate only. Please verify with local counsel that your consent forms and processes are appropriate.

**33. How should counties ensure that the client consent recognizes that some of the data may be used for program or service management purposes for the Special Needs Project?**

First 5 CA recommends that counties use a separate authorization for treatment management and program services for the Special Needs Project.

**34. If we do not submit individual data to First 5 California, is the use of the new consent form required?**

No. The use of the consent form is only required for participants whose data is submitted individually to First 5 California. However, local Commissions should ensure that local confidentiality protocols are in place wherever individual data is collected and shared at the local level only. Please see also the answer to question 10.

**35. In FY 07- 08, the State will require that we report individual level data for**

**Power of Preschool (PoP). Will completion of the state consent form by families be necessary?**

Yes, the First 5 California Consent Form should be used for this purpose and any time individual data is reported to the state.

**36. Can you help clarify our requirement to complete the parent consent form for First 5 Evaluation? We are really hoping that we don't need to gather consent from parents again using the First 5 CA form. Please confirm that our existing consent process will satisfy First 5 CA.**

We do not review and approve county consent forms. If, in your situation, you are not required to use the First 5 California form, but you have your own form that you would like to use, we recommend that you consult your county counsel regarding the content and use of your local consent form.

Please also see FAQ's #10 and #32 for additional information regarding consent forms.

**37. I'm having problems with my PEDS data. I reopened after the system was down, and I can't find the program notes and descriptions I had in my Achievement Milestones. When I go to "reports" to look at all my Achievement Milestones, absolutely none come up.**

**My grantees are actively using Achievement Milestones and are looking for direction. What should I tell them?**

First 5 California staff are working with the Department of Technology Services for additional support with the database. We have resolved the problems with reporting functions and we are working on the Achievement Milestones descriptions and status notes. Pending resolution, please continue to send any concerns with the functioning of the system to [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov).

**38. Will the new PEDS Web site continue to be a secured website?**

Yes, the Web site address is secured. In the address, <https://www.first5eval.com/peds>, the "s" after http denotes the site as secured. PEDS will always remain a secure Web site.

**39. What is the fastest way to get a new PEDS password?**

All requests for resetting passwords should be emailed to [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov). Please include the current PEDS user ID and current phone number in the request. This will ensure the request is handled efficiently and as quickly as possible. When requests come in via phone or personal e-mail it delays the process. For adding new PEDS users, please refer to FAQ #6.

**40. It appears from the information sent to counties that there will be at least a two-**

**day wait for programs to get new PEDS users set up with a password? And does this same time frame apply to users that get locked out of the system?**

First 5 California is committed to responding and resetting passwords as quickly as possible and usually within one business day. Setting up new users is more complicated and could take longer because the process requires original signatures on the "PEDS New User Request Form" and "Employee Confidentiality Agreement." Once those forms are received, the new user will be allowed access, usually within one business day.

**41. I am getting an error message telling me that PEDS is not a trusted site. What can I do to fix this?**

Open Internet Explorer  
On the title bar of this browser, locate the Tools menu  
Select Security Tab  
Choose Trusted Sites  
Add: <https://www.first5eval.com>  
Then click Add, Close and OK to complete.

**42. The consent form does not specify which agencies will have access to individual level data collected on clients. Was this intentional? Is the form intended to allow local Commissions to share data with local evaluators?**

As explained in Questions 10-13 above, the new First 5 California consent form was reviewed, revised, and approved by the Committee for the Protection of Human Subjects (CPHS) that serves as First 5 California's Institutional Review Board. It contains all the information required by that Committee. The consent form states, "Only authorized persons will have access to what you tell us." Under that authority, local Commissions may share data with local evaluators, since they would be considered authorized persons.

**43. If the consent form is used by a grantee to collect data, does the consent form allow that grantee to share data with its local First 5 Commission? Again, similar to the above, the form does not specifically give permission to share data with any entity (even First 5 CA; it's not clear where the data will be housed as currently written). My understanding of consents is that the entities with whom you share data (as well as the entity that will house the data) need to be mentioned by name in the consent to ensure full disclosure.**

As noted in Question 42, the consent form allows authorized persons to have access to the data. Local First 5 Commissions are considered authorized.

Our understanding of consents is not the same as yours. Our research indicates that each entity with whom the data are shared, as well as the entity that will house the data, need not be mentioned by name in the consent form. At the same time, First 5

California is committed to protecting the confidentiality of the information shared and every staff member, whether at the state or local level, shares in the responsibility of giving access to the confidential participant data only to authorized persons.

**44. Who are considered “authorized persons”?**

In PEDS: According to the PEDS Employee Confidentiality Agreement, available from First 5 California, an authorized person (in the context of the First 5 California consent form) is defined as “any person who is given authority to access Participant information in PEDS through the county commission’s confidentiality protocol. This includes information obtained and conveyed through all media – verbally, in writing, by fax, phone or email, or through the PEDS database.”

If other situations arise that are not addressed in this definition, counties should refer to their confidentiality protocols and contact [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov) with further questions.

**45. If the answer to the above questions is that the consent does not allow sharing of data, then I assume that commissions have to develop their own locally-customized consents to permit sharing of data. Can First 5 CA confirm that it expects that clients in a given program may therefore need to complete multiple consents to participate?**

The new First 5 California consent form does allow for sharing of data with authorized persons. Multiple consents should not be necessary in most cases (except for the Special Needs Project) but counties should check with their local counsel to confirm.

**46. I tried to get into PEDS, but a message popped up and said the site was blocked. I was unable to get into PEDS.**

The PEDS database now has enhanced security features and may require users to adjust their Internet browser settings to disable pop-ups from the new Web site. Most pop-up blockers can permanently permit pop-ups from a particular site.

If you have a pop-up blocker preventing PEDS from opening, you will get a notice on the toolbar of your browser. By right clicking on it and selecting “Always Allow Pop-ups From This Site,” blocking will be disabled from the site and should permit the PEDS login window to open.

**47. Will all registered PEDS users be required to have their passwords re-set or obtain new passwords once the transition is complete?**

No. All User IDs and accompanying passwords were successfully transferred.

**48. Will we be notified once PEDS is usable?**

PEDS can be reached directly at <https://www.first5eval.com/peds> or by going to <http://www.first5eval.com> and clicking on the link to PEDS. If you encounter a certificate warning, click on "continue to this Web site" to reach PEDS. Please be assured there is NO problem with this Web site's security certification. The Web site is completely secure. It is usable at this point.

**49. Who will provide PEDS training for new users?**

Please refer to question No. 3 which states in part:

Support for PEDS training of new staff and/or new grantee

The training materials available at [www.first5eval.com](http://www.first5eval.com) should be the starting point for training any new staff. Other resources include current county/program staff, staff from other counties and programs, sending the question to [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov), and participation in the monthly evaluation TA conference calls.

**50. As a follow-up question to the PEDS FAQ from March 6, if a county did not print a report with all the identifying information for every entered person into PEDS and their Participant ID number, at this time is there any recourse or suggested action to take? Are the only options to re-enter all information that had previously been entered into the system or not have any data?**

If you have a new signed consent form from the participant on file, you should be able to cross reference data from hardcopies of the AB 99 (or other) forms to the current PEDS database using the Participant ID, date of birth, etc. When you have the participant identified, proceed with updating the "scrambled" fields with the accurate information.

**51. Are the new First 5 California consent forms HIPAA compliant?**

The statewide evaluation does not necessitate HIPAA compliance. If you are dealing with an HIPAA-covered entity, please send your specific concerns to [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov).

**52. What is the maximum amount for mini-grants?**

This is not within First 5 California's jurisdiction, and we suggest reviewing your local procurement and contracting guidelines for mini-grant award policies.

**53. I work away from where all of our client files are stored so I depend on PEDS when I need to look up an address or phone number for a client. Is the scrambled information temporary?**

We understand the current situation imposes an inconvenience and additional workload. However, individually identifiable information was not included in the data

transferred to First 5 California from SRI. We are continuing to work with SRI on this issue. If you have a critical need to access the personally identifying information now, then you must re-consent the participant and re-enter the AB 99 information.

**54. After reviewing the alphabetical contents of PEDS, it shows different ID numbers per alpha letter versus the matched list we ran just before PEDS was taken off-line. For example, for the letter “S” the browser shows 19 clients, 4 guardians, but our printout shows 29 clients and 6 guardians. Nevertheless, when requesting the “all” listing in PEDS, I verified that the number of IDs and DOBs does match our print-out. Why is this occurring?**

The ID numbers per alpha letter are not going to match your printouts made before PEDS was taken off-line because the names are now 'scrambled' and are sorted by their 'scrambled' alpha and not by their 'real' alpha. For example, Amy Adams was listed under “A” but now her name is scrambled and is wtqq!! and will remain so until you:

- 1) Get the new consent form signed
- 2) Find the correct participant ID from the participant browser and click on that entry and re-enter the AB99 information.

Since we are continuing to work with SRI on this issue, you may want to determine if having the personally identifying information is a critical need right now.

There are a few things to be aware of:

- 1) The data entry person must have permission to edit the AB 99 information. This is a permission that many data entry people do not currently have as a fail-safe measure to insure AB 99 information is not inadvertently changed during the data entry process. (You do not need AB 99 permission to enter a new client, only to change the client AB 99 information.)
- 2) If the system is not allowing you to update the AB 99 information from scrambled to 'real' then you need to contact [evaluation@ccfc.ca.gov](mailto:evaluation@ccfc.ca.gov) and request that the data entry person be given AB 99 permission until all the re-entry is completed. (Please include the person's name, county and funded program in the e-mail request. These requests will generally be handled within one working day.)
- 3) Also, you will not be able to search for a match. The system matches on several pieces of information, including name, address and DOB. Since the names and addresses are scrambled, the system cannot perform a match.

**55. Is it ok to begin re-entering the personal identifying information for clients? Is it necessary to have a new consent form signed before re-entering this**

**information?**

Yes, it is necessary to have a state consent form signed anytime individual data is reported to the state or entered into PEDS. (Please refer to question #10 above for additional information.)

Yes, it is ok. Due to continuing work with the PEDS transition, you may wish to hold off on re-entering personal identifying information unless you have a critical need to do so now. We hope to work through the issues to create a smoother process if possible.

**56. I am in need of the newest version of the Photo Consent Form. Can you please send me one?**

The Photo Consent Form is on page 14 of the Annual Report Reporting Forms, Narrative, available on the First 5 Association Web site at:

[http://www.f5ac.org/files/Part\\_1\\_Narrative041206-final\\_1.doc](http://www.f5ac.org/files/Part_1_Narrative041206-final_1.doc)